

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO				DATE	INITIALS
1					
2					
3	Mr. May				
4	Mr. Wortman				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p>The attached proposal was prepared for the DDCI's signature at the request of OGC by</p> <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 100px;"></div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Chief, Regulations Control Division				12 July 79	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

DD/A Registry
File 04M-1

79-2299

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed Revision of CIA Safety and Health Program (Job #8441)				
FROM: Don I. Wortman Deputy Director for Administration 7D24 Hqs.		EXTENSION 	NO.	STAT
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DDCI				<p>The Office of General Counsel (OGC) has determined that, by law, the attached proposal requires your approval. The proposed revision involved joint action by OGC and the Office of Security to ensure complete compliance with the Occupational Safety and Health Act.</p>
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9. DDA Registry 7D18 Hqs.				
10.				
11. RCD 5D49 Hqs. BU-2 Amber				
12.				
13.				
14.				
15.				

HQ. INSTRUCTION SHEET

[illegible]

DISTRIBUTION: AB

Executive Registry

17 JUL 1979

79-4431

SAFETY AND HEALTH



AT
ΔPD 1. CIA SAFETY AND HEALTH PROGRAM

SYNOPSIS. This regulation establishes the Agency Safety and Health Program; sets forth policy, authorities, and responsibilities regarding its execution; and lists rights employees enjoy under the program.

a. GENERAL

(1) The Occupational Safety and Health Act of 1970 (OSHA) requires that the head of each Federal agency establish and maintain an effective and comprehensive occupational safety and health program consistent with standards developed by the Secretary of Labor. Executive Order 11807 and 29 Code of Federal Regulations, Part 1960 (29 C.F.R.), provide each agency with guidance for carrying out an effective safety and health program.

(2) Pursuant to the foregoing directives, the Agency Safety and Health Program is hereby established. The program is to be administered by the Deputy Director for Administration who is designated the CIA Safety and Health Official. To assist the CIA Safety and Health Official in the administration of the program in accordance with existing legislation, the Director of Security will provide personnel

trained and experienced in safety and fire prevention, the Director of Medical Services will provide for the professional care of employees who suffer illness and injury and apply the principles of preventive medicine, and a CIA Safety Committee will serve as a conduit to and from all Agency components, providing advice and guidance. The Director of Security will appoint a CIA Safety Officer and the Director of Medical Services will appoint a CIA Health Officer to serve as the respective focal points for Agency safety and health activities. Membership of the CIA Safety Committee is to be as follows:

(a) The Chairman, who will be appointed by the CIA Safety and Health Official. As a general rule, this individual will be appointed from a component other than the Offices of Security and Medical Services.

(b) The CIA Safety Officer.

(c) The CIA Health Officer.

(d) One official from the DCI area, who will be appointed by the Administrative Officer to the DCI.

(e) One official from the Office of General Counsel, who will be appointed by the General Counsel.

(f) One official each from the National Foreign Assessment Center, the Directorate of Operations, the Directorate of Administration, the Directorate of Science and Technology,

and the Intelligence Community Staff (Resource Management and Collection Tasking Staffs), who will be appointed by these respective Deputy Directors.

(g) One official each from the Offices of Communications, Logistics, Personnel, Security, and Medical Services, who will be appointed by these respective Directors.

(h) One nonmanagement person each from the National Foreign Assessment Center, the Directorate of Operations, the Directorate of Administration, and the Directorate of Science and Technology, who will be appointed by the respective Deputy Directors.

(3) The Agency hereby adopts the Occupational Safety and Health Standards promulgated by the Secretary of Labor and will also adopt applicable emergency temporary safety and health standards that may be established by the Secretary of Labor. These standards are applicable to all activities of this Agency. The Agency also adopts hereby the National Fire Codes (including the Life Safety Code and National Electrical Code) published by the National Fire Protection Association, standards of the American National Standards Institute, and the Basic Building Code published by the Building Officials and Code Administrators International, Inc. Where conflicts arise between the Basic Building Code and these other codes and standards, the other codes and standards will prevail.

b. POLICY. The Agency's safety and health policy includes these fundamental points:

(1) To develop a working environment that is free of safety and health hazards.

(2) To provide safety equipment and personal protective equipment necessary for the job.

(3) To make medical personnel available for consultation on or treatment of on-the-job injuries and illnesses.

(4) To provide adequate safety and health training.

(5) To conduct, at least annually, a safety and health inspection of all Agency work places.

(6) To ensure prompt inspection and follow-up procedures upon notification of a potential safety or health problem.

(7) To provide employees with access to copies of the Occupational Safety and Health Act, CIA's safety and health standards, and the Agency's annual report to the Department of Labor.

(8) To make all employees aware of their rights under the OSHA and the Agency Safety and Health Program and of the procedures for exercising these rights.

(9) To ensure that no employee is subjected to coercion for exercising rights under the OSHA and the Agency Safety and Health Program.

c. RESPONSIBILITIES. To implement the Agency Safety and Health Program, responsibilities are hereby assigned as follows:

(1) The CIA Safety and Health Official is responsible for:

(a) Effectively implementing the Agency's occupational safety and health policy.

(b) Managing the Agency Safety and Health Program in compliance with the OSHA, Executive Order 11807, 29 C.F.R., and other guidelines provided by the Secretary of Labor.

(c) Appointing the Chairman of the CIA Safety Committee.

(d) Establishing objectives to reduce occupational accidents, fires, injuries, and illnesses.

(e) Establishing priorities for corrective actions that reduce occupational accidents, fires, injuries, and illnesses.

(f) Promoting the Agency Safety and Health Program at all operating levels.

(g) Ensuring that new construction and alterations to existing structures meet the standards established by the Occupational Safety and Health Administration, Department of Labor.

(h) Submitting all required reports to the Department of Labor.

(2) The CIA Safety Committee is responsible for:

(a) Assisting the CIA Safety and Health Official in planning and implementing the Safety and Health Program.

(b) Establishing a procedure which enables employees to comment on Agency safety and health standards or regulations and a procedure for handling and evaluating suggestions and recommendations concerning safety and health matters.

(c) Conducting regularly scheduled meetings on accident and illness prevention methods, safety and health promotion, and related program plans.

(d) Assisting the CIA Safety and Health Official in the review of abatement plans.

(3) The Director of Security is responsible for:

(a) Recommending to the CIA Safety and Health Official policies and practices for an effective safety program.

(b) Designating the CIA Safety Officer.

(4) The CIA Safety Officer is responsible for:

(a) Conducting inspections and tests to evaluate the effectiveness of the Agency's Safety and Health Program and bringing unsafe or unhealthful working conditions to the attention of the Operating Official concerned.

(b) Conducting a fire prevention program.

(c) Maintaining appropriate records of each occupational accident, fire, injury, and illness.

(d) Submitting required reports to the CIA Safety and Health Official.

(e) Providing safety training for component safety officers, supervisors, and employees.

(f) Ensuring that Agency regulatory issuances provide a channel through which employees may report unsafe or unhealthful working conditions or exercise other rights under OSHA and the Agency Safety and Health Program without fear of coercion.

(g) Providing technical guidance to Operating Officials and Heads of Independent Offices regarding the elimination of unsafe and unhealthful working conditions.

(h) Posting required notices concerning the OSHA in Agency work places.

(i) Maintaining copies of the OSHA, the Agency's safety and health standards, and the Agency's annual report to the Department of Labor in the CIA Main Library and in the offices of the Safety Officer for use by interested employees.

(j) Reviewing and approving plans and specifications for new construction and alterations.

(k) Conducting inspections of areas where there is an increased risk of accident, injury, or illness because of the nature of the work involved.

(5) The Director of Medical Services is responsible for:

(a) Recommending to the CIA Safety and Health Official policies and practices for an effective Agency Safety and Health Program.

(b) Providing responsive professional support to clinical, therapeutic, and training requirements pertaining to the health-related aspects of the Agency Safety and Health Program.

(c) Designating the CIA Health Officer who will provide consultative assistance on health-related matters to the CIA Safety Officer, and the CIA Safety Committee.

(6) Operating Officials and Heads of Independent Offices are responsible for:

(a) Directing the Agency Safety and Health Program within the areas of their jurisdiction.

(b) Designating component safety officers.

(c) Ensuring that action is taken without delay to correct unsafe or unhealthful working conditions or practices brought to their attention.

(d) Developing abatement plans made necessary by dangerous or unhealthful working conditions occurring in their areas of jurisdiction.

(7) The component safety officer, under the guidance of the CIA Safety Officer, is responsible to the Operating Official or Head of Independent Office for:

(a) Conducting inspections at least annually to ensure compliance with safety and health standards.

(b) Reporting any unsafe practice or deviation from established safety and health requirements to the CIA Safety Officer through the Operating Official or Head of Independent Office concerned.

(c) Monitoring the proper use, storage, and disposition of dangerous materials.

(d) Forwarding to the CIA Safety Officer, after taking appropriate action, all accident reports required to be submitted.

(e) Investigating occupational accidents, fires, explosions, injuries, and illnesses and submitting all necessary reports to the CIA Safety Officer.

(8) Supervisors and other persons who assign work directly to individuals are responsible for the safety and health conditions and practices within their areas of control.

(9) All Agency personnel are responsible for:

(a) Complying with Agency occupational safety and health standards.

(b) Notifying their supervisor and the component safety officer or the CIA Safety Officer of any working conditions considered to be unsafe or unhealthful.

(c) Developing and following personal safety practices.

(d) Notifying their supervisor and the component safety officer of any occupational illness and of all personal, vehicular, or other accidents that:

- (1) Involve Agency property;
- (2) Occur on property occupied or controlled by the Agency; or
- (3) Result in injury to or involve Agency employees on duty.

d. INVESTIGATING AND REPORTING

(1) Consistent with security and cover considerations, the following incidents will be investigated immediately by the component safety officer:

(a) Injuries to Agency employees in the performance of official duties and any occupational illness.

(b) Accidents involving Agency vehicles or personal vehicles while being used on official business that result in personal injury or damage to vehicles, property, or equipment, regardless of the extent of injury or damage.

(c) Other accidents, fires, or explosions that result in damage to Agency property or equipment.

(2) A Form 2652a, Accident Report, will be completed by the component safety officer within six working days for each accident or incident described in paragraphs d(1)(a)

through (c) above that results in personal injury or in property damage of \$100 or more. The report will be forwarded to the CIA Safety Officer. If, after the submission of Form 2652a, the employee loses more than one workday, visits a physician more than once, is hospitalized, or is placed on restricted duty or transferred or terminated as a result of the reported incident, a supplemental Form 2652a will be submitted to the CIA Safety Officer.

(3) The CIA Safety Officer will be notified within one working day after any employment accident that is fatal to an employee, results in the hospitalization of five or more employees, or involves property damage of \$100,000 or more.

e. CONSTRUCTION AND ALTERATIONS. New construction and alterations to existing structures must meet the standards established by the Occupational Safety and Health Administration, Department of Labor, and those other codes and standards adopted in paragraph a(3). To ensure compliance with these standards, plans and specifications for new construction and alterations must be submitted to the CIA Safety Officer for review and approval.

f. EMPLOYEE RIGHTS

(1) Employees enjoy certain rights under OSHA and the Agency Safety and Health Program. These rights include the following:

(a) The right to work in an environment free of safety and health hazards.

(b) The right to be provided with safety equipment and personal protective equipment necessary for the job.

(c) The right to access to copies of the Agency's safety standards and injury and illness statistics.

(d) The right to comment on safety and health standards the Agency follows or proposes.

(e) The right to report and request inspections of work places that are considered to be unsafe or unhealthful without fear of coercion. The identity and location of safety and health officials to whom an employee may send his or her reports or requests may be found on the Occupational Safety and Health posters located on Agency bulletin boards or otherwise appropriately posted. Any employee may also write directly to the Safety and Health Official.

(f) The right to assist in such inspections.

(g) The right to appeal to the Office of Federal Agency Programs, Department of Labor, if the employee disagrees with the final disposition by the Agency concerning working conditions reported as unsafe or unhealthful. If the employee is in a cover status, the complaint appeal must be sent to the Central Cover Staff for appropriate processing consistent with the cover involved.

(2) An employee may consult the component safety officer or the CIA Safety Officer for assistance in the exercise of employee rights.

/s/ Stansfield Turner

FRANK C. CARLUCCI
Deputy Director of Central Intelligence

DISTRIBUTION: AB

Distribution: 0 - DDCI
1 - ER
1 - DDA Subject
1 - DDA Chrono
1 - RCB